



## **TRANSFER OPPORTUNITY**

**For Current State Employees**

**Legal Secretary**

**LOS ANGELES**

**Recruitment and Retention Differential Pay Area**

**Department of Industrial Relations**

**Office of the Director, Legal unit**

**Position:** Legal Secretary Range A \$2839.00-\$3450.00

**Location:** 320 West 4<sup>th</sup> Street, 6<sup>th</sup> floor, Los Angeles, CA 90013

**Duties:** Under the general supervision of the Legal Support Supervisor, the LSA will independently and effectively work for three to five attorneys. Using Microsoft Word transcribe from dictated material or handwritten work a variety of legal correspondence, petitions, briefs, answers, writs, subpoenas, motions depositions, orders, promissory notes, compromise and release agreements, etc. Maintain files, answer telephones and respond to request for information, and perform other duties as required.

Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application by **September 22, 2005 or until filled.**  
Applications will be reviewed and interviews may be scheduled subsequently.



CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.